# Learning and Development Officer | August 2023

## Candidate Pack

## Introduction

Thank you for your interest in the Learning and Development Officer Post at the Scottish Independent Advocacy Alliance (SIAA).

If you require this application pack or the additional documents in another format, please contact Nicola McPhail at enquiry@siaa.org.uk.  Please also let us know if you require adjustments to the application process to enable you to apply for the post.

Our small team are keen to develop a creative and innovative staff team and believe that diversity in the workforce can help us achieve this.  We offer flexible and family friendly working patterns for all staff from day one.  We welcome applications from all communities and groups.  Disabled people who meet the essential requirements in our person specification will be guaranteed an interview.

## Recruitment Process

The recruitment pack outlines the key information about the job details, job description and person specification, as well as the selection process and timelines you can expect.

You should also have:

- The application form
- The diversity and equal opportunities monitoring link: https://www.surveymonkey.co.uk/r/FMPVK9M
- The privacy notice

Please note we do not accept CVs and require all applicants to fill out the application form by evidencing they meet the essential criteria.  We require all applications to be typed and do not accept handwritten applications.  This is to ensure the applications are in an accessible format for the shortlisting and interview panel.

Applicants for the post will be shortlisted by a panel of three selected from the Board of Directors and SIAA Management Staff. Each panel member will independently match the information given on the application form against the person specification. They will be looking to see that the applicant can evidence their skills, knowledge, and experience by giving practical examples. We will accept examples from volunteering work and the personal lives of applicants.

The equality and diversity monitoring form will not be provided to the shortlisting or interview panel and will be solely used to assess and improve our diversity and inclusion within the staff team.

The short listing and interview panel will not have access to Section A of the application form. The short-listing and interview panel will only see Section B of the application and the person will be identified by a non-identifiable code. Once the person is selected and has agreed to interview the interview panel will have access to the name of the applicant for the purposes of the interview. The interview panel will also include a panel of three selected from the Board of Directors and SIAA Management Staff.

## Timeline of application process

Please ensure that your completed application form is sent by the deadline of 9 am, Monday 25th September 2023. As previously mentioned, Section A of the application will be removed and will not be shared with the shortlisting or interview panel. If you have asked for adjustments for the interview, Nicola McPhail will contact you to discuss the adjustments required by yourself.

Applicants who are shortlisted for interview will be contacted by Friday 29th September Interviews will take place on 11th October at The Melting Pot or via Video Conference.

## Background

**What is Independent Advocacy**

Independent advocacy is about speaking up for, and standing alongside individuals or groups, and not being influenced by the views of others. Fundamentally it is about everyone having the right to a voice: addressing barriers and imbalances of power, and ensuring that an individual's human rights are recognised, respected, and secured.

**The Scottish Independent Advocacy Alliance**

The Scottish Independent Advocacy Alliance (SIAA) is a membership organisation, set up in 2002, to promote, support and advocate for independent advocacy across Scotland. SIAA's vision is a Scotland where independent advocacy is available to strengthen everyone's voices. Our aim is to actively influence, support and maintain high quality independent advocacy which uphold people's human rights.

Read more about how SIAA advocates for independent advocacy.

SIAA provides support for SIAA member organisations and groups and raises awareness and understanding of independent advocacy across Scotland. SIAA is funded by the Scottish Governments Participation Team.

Our current strategic goals are:

- Relationship building
- Growing grassroots independent advocacy
- Evidencing quality
- Promoting independent advocacy
- Safeguarding independence

The Learning and Development role is a key role within SIAA and an exciting opportunity to help us to deliver our vision to ensure everyone who needs independent advocacy has access to it and independent advocacy is of the highest possible standard.

## Guiding Values and Principles

SIAA requires that every member of staff be committed to promoting the values of inclusion and the equality of opportunity. SIAA expects all members of staff will hold central to their practice the ethos and principles of Independent Advocacy in all its diverse forms. These principles are outlined in the Independent Advocacy Principles, Standards & Code of Best Practice (2019).

## Job Details

| Job title | Learning and Development Officer |
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| Position Type | Part time (21 hours per week) |
| Starting Salary | £ 16,868 (Full time equivalent £27,810) |
| Responsible to | Development Manager |
| Contract | Permanent |
| Annual Leave | 20 days increasing to 28 days plus public holidays (pro rata) |
| Staff Benefits | Employee Assistance Programme |
| Location | Hybrid working options |
| Pension | 3% employee contribution & 5% employer contribution |

## Job description

We are looking to recruit a part-time Learning and Development Officer to join our team and play a key role developing and delivering of learning internally and across the membership. You would be working collaboratively with the team and SIAA members to embed a learning culture.

The Learning and Development Officer will work to strengthen the independent advocacy movement by promoting and supporting quality independent advocacy by developing and delivering key learning across the membership.

Your key responsibilities will be:

**Learning and Development**
- Co-producing independent advocacy learning/training alongside SIAA members
- Developing content and a delivery method for internal learning and training
- Developing content and a delivery method for learning and training externally with SIAA members.
- Lead on the administration and development of our eLearning platform, being the key internal contact for support.

- Administration and coordination of training bookings, venue hires, and relationship management with external providers.
- Developing evaluation and monitoring methods for all internal and external training.

**Overarching & Other Responsibilities**
- Work as part of a team to ensure agreed outcomes from strategic plan are achieved.
- Work in accordance with the organisation's policies and procedures.
- Work as part of the staff team: attending team meetings, undertaking supervision, and participating in the annual appraisal system.
- Occasionally carry out any other duties which may be reasonably required of the post holder relevant to the main purpose of the post.
- Valuing diversity and treating others with dignity and respect, showing sensitivity to differences, promoting, and fostering a culture where we learn from each other's unique skills, talents, and perspectives.

# Person Specification

A flexible and self-aware professional, you will be adaptable to the demands of a membership organisation and hold the values of human rights central to your work. You will be able to work independently, using your own initiative to resolve challenges and develop opportunities. As well as knowing how to work successfully as part of a small team, sharing information appropriately and contributing to the wider activities of the organisation where there is crossover with your role. You will have experience in developing training or learning and be committed to the ethos and guiding principles of independent advocacy.

The post holder will have the following attributes:

**Essential Criteria**
1. Strong communication and presentation skills (both oral and written) and excellent relationship management skills.
2. Be familiar with databases, online people platforms or managing an internal system.
3. Experience of developing and delivering learning or training programmes.
4. Experience of managing the collation and recording of evidence from a range of different sources.
5. Experience of evaluation and continuous improvement practices.
6. Confident in using a range of digital tools and platforms to communicate internally and externally, e.g. Microsoft Office, Zoom, mailing automation platforms and website Content Management Systems.
7. Excellent facilitation skills supporting group learning both online and face to face.
8. Passion for learning and development and supporting people to reach their potential.
9. Demonstrable knowledge of human rights and the principles of independent advocacy.
10. Be able to collate, run reports and provide data, through the CMS or Airtable (like excel) reporting that will give us greater data insights to monitor and measure the learning and development across SIAA and the membership.
11. Quickly understand and co-ordinate key processes from start to finish and address issues as they arise to ensure a high level of relationship management and satisfaction.
12. Experience of organising and prioritising own workload on a day-to-day basis. Ability and willingness to work to tight deadlines.
13. Attention to detail and good work presentation in all aspects of associated administration.

**Desirable Criteria**
14. Project management skills and/or experience.

15. Experience of working for a membership organisation.
16. Knowledge of accessibility and inclusion.
17. Experience of co-designing a project.
18. Designing eLearning modules or a willingness to learn
19. Research new technologies and methodologies in workplace learning